

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE

Date and Time January 8, 2020 12:00 to 1:30 pm
Location GSA, 1800 F Street, Room 4002
Attachments:

Time	Topic	Presenter(s)
12:00 – 12:10 pm	Update on E.O. 12072 Objective: Update members on the status of the re-interpretation of "first consideration" and the corresponding review of/changes to the FMR.	Stuart Burns
12:10 – 12:25 pm	Revised National Strategy Objective: Discuss the status of the revised National Strategy for Real Property.	Bill Hamele
12:25 – 12:45 pm	FASTA Agency Recommendations Objective: Discuss the schedule for the FASTA agency project recommendation review process.	Bill Hamele
12:45 – 1:10 pm	PBRB List of High Value Property Objective: Discuss the status of the high value assets for disposal from the Public Buildings Reform Board.	Tim Soltis
1:10 – 1:20 pm	CFO Council Presentation Objective: Update members on the real property presentation to the CFO Council in November.	Tim Soltis
1:20 – 1:30 pm	Working Group Updates Objective: Updates on Capital Plan, Data Governance, Business Standards working groups.	Bill Hamele Chris Coneeney

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE (ESC) MINUTES

Date and Time January 8th, 2020 12:00 pm to 1:30 pm
Location GSA, 1800 F Street, Room 4002
Attachments

Action Items

- The next Executive Steering Committee (ESC) meeting will be on February 11th, during which:
 - The Capital Planning Working Group will give a progress update and present the draft real property budget exhibit.
 - The Business Standards Working Group will present the initial set of functions and activities that have been developed.
- The Business Standards Working Group will reach out to DoD's BUILDER tool experts for a demo in the near future.

Roll Call

- Stuart Burns (GSA)
- Gordy Clark (DOE)
- Victoria Collin (OMB)
- Chris Coneeney (GSA)
- Sheev Dave (GSA)
- Scott Davis (USDA)
- Bill Hamele (OMB)
- Michael Karau (DHS)
- Dan Mathews (GSA)
- Yvonne Medina (DOT)
- Megan Olsen (DOI)
- Jessica Salmoiraghi (GSA)
- Allison Sands (DoD)
- Brett Simms (VA)
- Tim Soltis (OMB)
- Mary Sprague (DOT)
- Michael Thomas (Treasury)
- Scott Whiteford (DOE)

Topic

General Info

Executive Order 12072 Update

- The administration has expressed interest in revising location policy in both executive orders (E.O.) 12072 and 13006.
- E.O.s 12072 and 13006 have been interpreted as steering Federal buildings toward central business districts. This causes a large increase in costs to agencies and in some cases a negative impact to mission. Agencies need to have the flexibility to relocate in mission critical, low cost areas.
- Both E.O.s include aspects around Federal space management that must remain unchanged, so light revision of the E.O.s is necessary, as opposed to repeal.
- Assuming that the Chiefs of Staff at the agencies reviewing the proposed changes agree to make changes, GSA PBS will work with the FRPC to review the Federal Management Regulations (FMR) around space and location policy.
 - Changes to FMR typically take 12-18 months from review to issuance of final rule. After changes have been proposed there is a round of agency comments, followed by a round of public comments. Once agency and public comments/concerns have been resolved, the FMR changes are issued.
 - A bulletin can also be issued to get relevant information out to agencies in a shorter timeframe (issuing a bulleting usually only takes 2-3 months).

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:

<https://www.frpg.gov/FRPG>

Upcoming Meetings:

Data Governance Working Group,
January 14th, Room 2213

Business Standards Working Group,
January 14th, Room 5007



Revised National Strategy

- The National Strategy will be finalized under a different name. Rather than replacing the previous National Strategy, the version developed by the FRPC in 2019 will be added onto the current National Strategy as an addendum.
 - While the National Strategy developed by the FRPC in 2019 will undergo some tonal changes as part of its conversion to an addendum, there will be

- no substantive changes.
 - The addendum makes it clear that an entirely new National Strategy will come out in the future that includes input from the private sector.
 - While the Federal portfolio is unique for a number of reasons, the most efficient methods used by the private sector should be adapted where possible.
 - The addendum is in effect a “down-payment” in a broader effort to change how the Federal real property portfolio is managed.
- The National Strategy will require an implementation plan. The preliminary suggestion is to have the Capital Planning Working Group develop the implementation plan after it finalizes the Capital Planning Policy implementation guidance.
- The National Strategy addendum DOES NOT revoke Reduce the Footprint (RTF), so agencies still need to include five year reduction targets for office, warehouse, and leased property.
 - That being said, agencies will not have to submit a separate RTF plan. Instead, some of the necessary component information (such as the five year reduction targets) will be included in agencies’ Capital Plan submissions.
 - The Capital Planning Working Group will begin discussing the best way to carry RTF forward during the January 15th meeting.

FASTA Agency Recommendations

- The first round of recommendations made by the Public Buildings Reform Board (PBRB) targeted high value buildings in the Federal portfolio that can be disposed of without too much effort. Subsequent rounds may involve more effort, and can include building consolidations, renovations, construction, and any other footprint reduction efforts.
- Agencies need to thoroughly look at their inventories to come up with their own disposal candidates.
- High value properties are an obvious place to consider disposal, but buildings that have high maintenance costs should be targeted as well. Lowering operating and maintenance costs free up funds to support agencies’ missions.

PBRB List of High Value Property

- On October 31st, 2019, the PBRB made its first round of fourteen recommendations for disposal, but the information provided did not make it clear how the determinations were made. As a result, OMB sent a rejection letter on November 27th, 2019.
- The initial round of recommendations also raised concern that the PBRB and FRPC may be interpreting FASTA in different ways.
- The PBRB has since put up a website that includes more information on how the determinations were made, and reduced the number of buildings recommended for disposal from fourteen to twelve.
 - OMB’s official updated response will be sent on January 27th, 2020.

CFO Council Presentation

- The Capital Planning Working Group’s current focus is to develop a budget exhibit for real property to go along agency budget submissions.
- The budget object classification system is limited in a way that makes transparency difficult. However making changes to budget object codes is a heavy lift, as it requires changes to entire budget systems. Object class codes have been in place since the 1950’s the framework for them is difficult to change.

Capital Planning
Working Group,
January 15th, Room
5007

FRPC Full Council,
January 16th, Room
1153

FRPC ESC, February
11th, Room 1408

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

- CFOs have also expressed reservation because increasing transparency also increases risk. Some agencies have found that their real property expenses are as high as double what they have been reporting.

Working Group Updates

- Capital Planning Working Group –
 - The Capital Planning Guidance will have 3 components:
 - a narrative guidance document that will provide the rationale for why the policy came out, along with addressing high level questions (e.g., which assets are covered by the policy?);
 - FAQs derived from agency questions, which will help agencies find solutions to some of the issues that may come about; and
 - a draft budget exhibit that is currently being developed by the Capital Planning Working Group.
 - Agency question: Who should agencies have sign out the capital plan submissions?
 - Answer: This would likely not be dictated. Agencies should decide who they want submitting the capital plans, as long as the submission makes it clear that it is the agency's official submission.
- Business Standards Working Group –
 - The working group is starting the development of business capabilities during its next meeting on January 14th.
 - The initial functions and activities have been developed, but will undergo change in the future as the Federal Integrated Business Framework (FIBF) is an iterative process.
 - Typically there would not be standards that are immediately honed in on when going through the FIBF process, but OMB and GSA would like progress on the following standards during 2020:
 - OMB – standards that enable DoD's BUILDER tool to be adopted by agencies.
 - GSA – standards around the utilization of space.
- Data Governance Working Group –
 - In December of 2019, GAO issued its draft report to GSA in regards to the public data set, making 6 recommendations:
 - 1 - The Administrator of GSA should coordinate with agencies to ensure that street address information in the public database is complete and correctly formatted.
 - In some cases agencies were just reporting street name.
 - 2 - The Administrator of GSA should review V&V anomaly categories to better target incorrect data.
 - 3 - The Administrator of GSA should allow agencies to determine which, if any, categories of data should be withheld from public release.
 - GSA only partially agrees with this. This would result in agencies withholding too many different things, and the value of data that is missing a variety of elements is low.
 - 4 - The Administrator of GSA should instruct each agency to apply a consistent, risk-based approach in determining which, if any, assets or asset-specific information should be withheld from public release.
 - DoD provides summary level data for secure assets that cannot be publicly reported, and GAO would like other agencies to handle reporting of secure assets in a similar

- way.
- 5 - The Administrator of GSA should allow agencies to provide summary data for secure installations.
 - 6 - The Administrator of GSA should link all of GSA's publicly available real property data sources.
 - GSA has already started developing a corrective action plan to address these recommendations.
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Federal Real Property Council

EXECUTIVE STEERING COMMITTEE

Date and Time February 11, 2020 1:00 to 2:30 pm

Location GSA, 1800 F Street, Room 1408

Attachments:

- Capital Plan Implementing Guidance
- Proposed Real Property Budget Exhibit
- Initial Set of Real Property Management functions and activities

Time	Topic	Presenter(s)
1:00 – 1:15 pm	PBRB List of High Value Property Objective: Discuss next steps in implementing the sale of properties now that OMB has approved the high value property recommendations from PBRB.	John Dugan
1:15 – 1:35 pm	Consolidation Opportunities Objective: Discuss the request made at January FRPC meeting concerning the opportunities to consolidate space across agencies.	Tim Soltis Marc Mason Tom Chaleki
1:35 – 2:05 pm	Capital Plan Working Group Objective: Review the current version of the implementing guidance for the capital plan policy and the proposed real property budget exhibit.	Bill Hamele Greg Ewing Mary Sprague
2:05 – 2:20 pm	Business Process Standards Working Group Objective: Review the initial set of high level functions and activities developed by the working group.	Chris Coneeney
2:20 – 2:30 pm	Miscellaneous Updates Objective: Discuss other FRPC related items.	Tim Soltis

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE (ESC) MINUTES

Date and Time February 11th, 2020 1:00 pm to 2:30 pm

Location GSA, 1800 F Street, Room 1408

- Attachments**
- Capital Planning Implementation Guidance Draft (DOC)
 - Capital Planning A-11 Presentation (PPT)
 - RPM Functions and Activities (XLSX)

- Action Items**
- The next Executive Steering Committee (ESC) meeting will be on March 10th.
 - GSA's corrective action plan in response to GAO audit 20-135 will be presented to ESC members during this meeting.
 - During the last FRPC full council meeting, agencies decided to move forward with round two of the FASTA disposals by looking for opportunities to consolidate based on geographic location. ESC will initiate this by holding a data call with senior officials to take a look at their portfolios and prioritize properties and regions.
 - PBS will draft the data call questions. **Agencies should prepare questions that they would like to be included in the data call and submit to Bill Hamele** (b) (6) and **John Dugan** (john.dugan@gsa.gov). These questions will be reviewed during the March ESC meeting in preparation for the April full council meeting.
 - The data call for round 1 focused on disposal, while this data call will be re-worked to target consolidations.
 - SSA and HHS will give presentations on areas they are looking to consolidate during the April 16th FRPC full council meeting.
 - Agencies are looking to be the ones to identify consolidation and disposal opportunities, with FASTA and PBRB as resources to help facilitate agencies' efforts.
 - If multiple agencies are looking to consolidate in the same area, PBRB can help.
 - Focusing on cities and the agencies that have a prominent presence in those areas is an ideal way to start.
 - If ESC members have any questions or comments on the

Roll Call

- Allison Azevedo (GSA)
- Andrea Brandon (DOI)
- Stuart Burns (GSA)
- Tom Chaleki (DHS)
- Victoria Collin (OMB)
- Chris Coneeney (GSA)
- Pat Corrigan (OMB)
- Scott Davis (USDA)
- John Dugan (GSA)
- Greg Ewing (DHS)
- Bill Hamele (OMB)
- Jack Jensen (Treasury)
- Michael Karau (DHS)
- Alex Kurien (GSA)
- Craig Lasser (DOI)
- Adam Pugh (DOE)
- Jessica Salmoiraghi (GSA)
- Bill Seifert (DOE)
- Brett Simms (VA)
- Tim Soltis (OMB)
- Mary Sprague (DOT)
- Scott Whiteford (DOE)

Capital Planning Implementation Guidance, please send to Bill Hamele.

- **One recommended addition is to add wording that makes it clear that the intent of M-20-03 is to feed into budget submissions.**
- Reports of excess for the twelve properties PBRB is recommending for disposal are **due on March 24th**. Agencies that have questions or that would like assistance filling out the reports are encouraged to reach out to John Dugan (john.dugan@gsa.gov) for assistance.
 - The report of excess is not a public document; it is internally housed at GSA.
- Agencies' and PBRB's understanding of disposal may not always be in line with how the private sector understands disposal, and incorporating that point of view moving forward would give FRPC members a more efficient disposal and consolidation process.
 - FRPC needs to consult the private sector on how they would handle the consolidation of a group of properties within a region.
 - PBRB may have already started doing something similar, so it would be good to involve them in this effort.
- VA has been integrating capital planning into the budget for ten years, and is asked to develop a slide for the A-11 proposal that helps show a cost benefit analysis of the current state of capital planning, as opposed to the more efficient system FRPC is proposing.
 - ***If any other agencies are willing to participate in the discussion with the Budget Review Division and convey that their budgeting information is inaccurate due to A-11 limitations, please reach out to Bill Hamele.***

Topic

General Info

PBRB List of High Value Property

- The first round of recommendations made by the Public Buildings Reform Board (PBRB) focused on high value Federal real property, seeking to dispose of \$500-\$750 million worth of property.
- FRPC members do not know if PBRB has any interested buyers lined up yet, but all of the twelve properties being recommended are in areas that would have high interest.
- DHS has run into an issue where the timeline for disposal for one of its buildings does not align with the timeline that DHS has coordinated with GSA.
 - DHS will not be able to build a new building and move the displaced employees to the new site in the timeframe required under FASTA.
 - The operations performed at the building recommended for disposal

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cannot be parceled out, so redistributing the displaced employees to other buildings is not an option.

- DHS was not notified that the referenced property was being disposed of by PBRB. GSA was notified as the owner of the building, and then DHS was notified by GSA several weeks after the recommendation was made.
- ***DHS sees the solution to this issue as allowing for a leaseback extension further than what is given under the FASTA law.***
- GSA PBS is working on developing project and communications plans for each of the twelve buildings recommended for disposal by PBRB.

Consolidation Opportunities

- The list of properties for the second round of disposal is due in two years. The second round moves beyond high value targets and encourages agencies to identify other real property assets they are seeking to dispose but have been unable to for various reasons (e.g., environmental, historical, local ordinance, or regulatory roadblocks). FASTA is designed to help facilitate disposals by helping agencies circumventing obstacles.
 - Federal real property assets with high operations and maintenance costs should also be considered during the second round. In some cases properties may seem attractive in terms of price to buy/rent, but the operations and maintenance costs associated with running the facility lead to a bad investment.
- During the January 16th FRPC full council meeting, FRPC members decided to move forward with FASTA by focusing on consolidation opportunities that could lead to associated disposals. More specifically, agencies will be targeting regional areas to identify potential opportunities to consolidate.
- DHS has been looking to consolidate in various regions, but has found that other agencies interested in consolidating are unable to get the necessary capital.
- DHS has 12 million sq ft of space in the National Capital Region, and is looking to reduce that to 10 million sq ft.
 - DHS sees this reduction taking up to 10 years, and other agencies are not planning that far out, making it hard to coordinate sales or consolidation with them.
- OMB is considering developing a scoring mechanism for geographic consolidation opportunities to entice agencies into consolidation projects.
- One important problem that DHS has identified in the way that PBRB has been approaching the idea of disposal is an over-emphasis on disposing of high value property. In some cases, what makes a real property asset high value for the private sector is what makes the asset valuable/necessary to the government; PBRB may be trying to get rid of a building for precisely the reason that the agency (in this case DHS) wants to keep the asset.
- PBS has a meeting with PBRB to discuss what success looks like under FASTA. Currently, agencies' understanding of success under FASTA is reduction of footprint through disposal and consolidation, whereas PBRB's understanding of success is to dispose and reduce expense. To DHS' point, disposal of something valuable is not necessarily a good idea.

Upcoming Meetings:

Data Governance Working Group, January 18th, Room 2213

FRPC ESC, March 10th, Room 1408

FRPC Full Council, April 16th, Room 1459

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

- The biggest hurdles agencies are facing are capital and disposal. Linking them together creates opportunities to trade capital for disposals (making exchanges).
 - Exchanges can potentially result in a loss of the value of the asset. Exchanges take years to complete, and in that time market value of the asset can change.
 - It's also hard to compare the value of exchanges when they involve trading goods for services.
 - Bringing in the private sector could potentially help stabilize this process and mitigate risk. If the government can find the right buyers for disposal efforts, it will reduce risk and increase property value.

Capital Plan Working Group

- The Capital Planning Working Group (CPWG) developed a proposal to integrate the Capital Planning policy (M-20-03) into OMB circular A-11 (budget).
- CPWG also developed implementation guidance to help agencies successfully navigate capital planning. The implementation guidance consists of two parts:
 - A series of questions to help agencies with capital planning.
 - A question and answer section that clarifies the text of M-20-03.
- Implementation Guidance
 - The implementation guidance also makes it clear that some RTF targets are still required, and those requirements will be met by agencies' capital plan submissions.
 - One question that has come up multiple times is the question of who should be signing off on agencies' capital plan submissions; Should it be one of the CFO, SRPO, or Budget Officer, or all three?
 - **DHS Response:** At the least it should be the CFO and the SRPO. All three would be ideal, but the budget officer may not appropriately fill that role for all agencies. CFOs and SRPOs should be informed and involved with capital planning.
 - **Question: What are the deliverables resulting from the implementation guidance?**
 - **Response:** The implementation guidance is not meant to generate deliverables; its purpose is to provide clarification on M-20-03.
 - **Question: VA's understanding of M-20-03 is that it is not part of the budget process. Is that correct?**
 - **Response:** Yes, capital planning is currently a standalone exercise separate from the budget; *however, the intention is to get the Budget Review Division's (BRD) support in combining capital planning into the budget in the future.*
 - The A-11 proposal developed by the capital planning working group is an effort to initiate the conversation with BRD on integrating capital planning into A-11.
 - Although capital planning is currently a standalone

exercise, it is still meant to feed into and support agencies' budget submissions. Capital plans are due to FRPC in August, and budget submissions are due the following month in September. The intent of that timeline is to have the capital plan feed into the budget.

- If FRPC manages to get BRD to help create a dedicated BOC 50 for real property, a separate capital plan submission would no longer be necessary because it would be part of agencies' budget submissions.
- A-11 Budget Exhibit Proposal
 - CPWG explored various options for integrating capital planning into the budget, and DHS and DOT put together a presentation that will be used to present two viable options to BRD:
 - Option 1 – Establish BOC 50, which would be a dedicated real property major object class category.
 - Existing real property object categories in various other places would be removed.
 - This would consolidate real property guidance into a single location, and is the preferred option.
 - This has been attempted in the past, but there was pushback due to the level of effort that would go into changing agency systems.
 - DHS has drafted 80% of the language for the proposed BOC and its associated changes, but needs input from other agencies to finish the remaining 20%.
 - Option 2 – Use existing BOCs that involve real property and expand using sub-object codes.
 - This change would primarily affect BOCs 23, 25.4, and 32.
 - BOC 32 would need to be broken out between owned and leased.
 - While this would give somewhat greater visibility into real property programs and would not be as heavy a lift as option 1, scattering real property definitions and guidance throughout A-11 is not sensible and BOCs should not be forced to accommodate programs that they are not intended to relate to.
 - A change is necessary as real property expenses are not accurately reflected in A-11. Agencies budgets are not transparent and are misleading at no fault of agencies and with no malicious intent. The nature of A-11 does not allow for transparency.
 - Plans and initiatives of agencies and stakeholders are not properly budgeted for, because agencies' budgets do not accurately reflect their expenses. Agencies are forced to pay for projects and other expenses by taking money from various funding streams.
 - This represents a huge risk for agencies, as billions of dollars

- are being spent and agencies are unable to tie those expenses back to congressional authorization or intent.
- GAO has raised this lack of transparency as an issue in multiple audits. Agencies budgets are not aligning with data.
 - VA noted that the nature of A-11 misleads onlookers because it falsely shows over-investment and under-investment in a variety of areas. The structure of A-11 forces them to put certain contractual service expenses under unrelated areas like cost per sq ft, which falsely inflates their cost per sq ft data. Their costs in BOC 25 are significantly overstated because it is not clear where some of their expenses should fit.
 - **Question: Would the implementation of one of the proposed A-11 changes take us off the high risk list?**
 - **Response: It would definitely be a good step toward getting off of the high risk list, and would make agencies more predictable.**

Business Process Standards Working Group

- During this meeting, the Business Standards Working Group (BSWG) provided the initial output of functions and activities.
 - The functions are the highest level, representing overall program planning functions that set the stage for the real property lifecycle. The activities are a more granular breakdown of the functions.
 - The development of business standards through the Federal Integrated Business Framework (FIBF) is an iterative process, so the functions and activities that have been developed will change during the development of more granular business capabilities and business use cases.
 - BSWG is currently developing business capabilities based on inputs and outputs of the activities.
 - Once functions, activities, business capabilities, and business use cases have been developed, government-wide shared services requirements (standards) can be put into place.
 - BSWG is working with the Army Corp of Engineers to schedule a demo of their BUILDER system for potential government-wide standardization.

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE

Date and Time March 10, 2020 1:00 to 2:30 pm

Location GSA, 1800 F Street, Room 1408

Attachments:

- FY 2021 FASTA recommendation template
- FY 2020 FRPP data dictionary changes presentation

Time	Topic	Presenter(s)
1:00 – 1:50 pm	FASTA – Next Round of Agency Recommendations for Disposal and Consolidation Opportunities Objective: Discuss the consolidation data call questionnaire and review the proposed template for the next round of agency recommendations for disposal, consolidation, and collocation.	Stuart Burns John Dugan
1:50 – 2:05 pm	Update on National Strategy and Capital Planning Objective: Review the status of the National Strategy and the Capital Planning implementation guidance.	Bill Hamele
2:05 – 2:20 pm	Data Governance Working Group Objective: Review the proposed set of reporting requirements changes for FY 2020 FRPP submission.	Chris Coneeney
2:20 – 2:30 pm	Miscellaneous Updates Objective: Update on the CFOC Act and other relevant items.	Tim Soltis

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE (ESC) MINUTES

Date and Time March 10th, 2020 1:00 pm to 2:30 pm

Location GSA, 1800 F Street, Room 1408

- Attachments**
- FY2020 FRPP-Data Dictionary Changes (PPT)
 - Draft FY21 FASTA Recommendation Template (XLSX)

- Action Items**
- The next Executive Steering Committee (ESC) meeting will be on April 9th.
 - Please review the revised data call questions/FASTA template from PBS and provide feedback to John Dugan (john.dugan@gsa.gov), Stuart Burns (stuart.burns@gsa.gov), Bill Hamele (b) (6) and Alex Kurien (alexander.kurien@gsa.gov) by March 18th.
 - PBS will send out an updated draft that includes the above feedback on March 20th.
 - The data call questions and FASTA template will be reviewed again during the April 9th ESC meeting before heading to the FRPC full council on April 16th.
 - Please view GSA's map of Federal real property asset locations for consolidation opportunities [here](#).
 - The Capital Planning Working Group will begin developing implementation guidance for the 2020 National Strategy on 03/19/20. Agencies are encouraged to participate to ensure that their unique perspectives are reflected in the guidance. Please contact Bill Hamele and Cody Dean (cody.dean@gsa.gov) for more information.
 - CPWG encourages DHS to bring CFOs and Budget Officers that support the CPWG budget exhibit proposal to the 03/16/20 BRD meeting to help articulate the necessity for BOC changes.
 - DGWG will review the cost anomaly category recommendation on 03/17/20.
 - VA's recommendation was to add a dollar amount parameter alongside the % variance threshold.
 - FRPC ESC members are asked to identify the obstacles preventing them from moving forward with disposals (e.g., public conveyances, community push back) and reach out to Bill Hamele and John Dugan.

Roll Call

- Adam Bodner (PBRB)
- Stuart Burns (GSA)
- Gordie Clark (DOE)
- Victoria Collin (OMB)
- Chris Coneeney (GSA)
- Scott Davis (USDA)
- John Dugan (GSA)
- Bill Hamele (OMB)
- Michael Karau (DHS)
- Alex Kurien (GSA)
- Jessica Salmoiraghi (GSA)
- Allison Sands (DoD)
- Brett Simms (VA)
- Tim Soltis (OMB)
- Mary Sprague (DOT)
- M ke Thomas (Treasury)
- Trey Watkins (DHS)
- Scott Whiteford (DOE)

Topic

FASTA Next Round – Disposal and Consolidation Opportunities

General Info

- During the 02/11/20 ESC meeting, ESC leadership requested that the Public Buildings Service (PBS) work on a data call that will steer agencies toward finding geographic consolidation opportunities. The draft template presented today lays the foundation for that effort, but ESC members are asked to review the template and send feedback to PBS.
- The template is meant to be a preliminary guideline that frames where FASTA is headed next while also laying the foundation for agencies' understanding of how consolidation ties into collocation.
- The "Consolidation Recommendations" tab may seem daunting in terms of the scale of what it is asking, but lays out the level of information necessary to effectively evaluate projects and cost benefits analyses.
 - PBS is looking to make context, scale, and scope more clear to get better results.
 - The Public Buildings Reform Board (PBRB) voiced concern that the amount of time it would take agencies to get the information requested in the data call would go beyond the timeframe required by FASTA. The hope is that by including a lot of information in the data call, there will be less back-and-forth with and between agencies, resulting in a shorter timeline.
- A similar template was put out for round one of the FASTA recommendations, and while agencies made more than 80 recommendations for disposal, they did not include enough information on the recommended assets to make the recommendations helpful. PBS is looking to narrow the results and hone in on quality recommendations.
- PBRB would like agencies to think about consolidation and collocation opportunities that they have wanted to pursue, but have not due to various obstacles.
- DOT recommends placing an emphasis on collocation over consolidation, as internal consolidation efforts have been ongoing regardless of FRPC initiatives. Agencies should be geographically collocating along communities of practice.
- VA voiced concern that the questions asked in the template are phrased in a way that is backward oriented, when they should lead agencies to look to the future state and future opportunities. The questions should lead agencies to consider how consolidation can be improved moving forward, and how FASTA authorities can be leveraged.
- **DoD Question: DoD has a graphic depiction of the location of all of its assets; do other agencies have similar graphics, or does GSA have a consolidated version? Having the ability to see geographic clusters may help with collocation efforts.**
 - **Response: GSA does have a graphic of government-wide Federal real property asset locations known as the Consolidation Opportunity Map.**
 - This map does not include DoD, FBI, or DEA assets.
- OMB recommends that the above mentioned consolidation opportunity map be incorporated into PBS' FASTA template data call questions.
 - Based on asset density, certain areas may stand out as opportune for consolidation.

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:

<https://www.frpq.gov/FRPG>

Upcoming Meetings:

Data Governance Working Group, March 17th, Room 2213

Business Standards Working Group, March 17th, Room 6044

Capital Planning Working Group, March 19th, Room 5007

FRPC ESC, April 9th, Room 1153

FRPC Full Council, April 16th, Room 1459

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

- If an agency has 10 facilities within a few miles of a city, that may serve as an opportunity indicator.
- PBRB is also planning to use the Consolidation Opportunity Map tool to identify disposal and consolidation opportunities using their own criteria and methodology.
 - PBRB voiced concern at the amount of time it will take agencies
- PBRB came up with twelve geographic target locations based on real estate value and concentration of Federal real estate evaluations made in round 1 of FASTA:
 - 1 – WASHINGTON-BALTIMORE-ARLINGTON, DC-MD-VA-WV-PA
 - 2 – NEW YORK-NEWARK, NY-NJ-CT-PA
 - 3 – SAN JOSE-SAN FRANCISCO-OAKLAND, CA
 - 4 – LOS ANGELES-LONG BEACH, CA
 - 5 – CHICAGO-NAPERVILLE, IL-IN-WI
 - 6 – ATLANTA--ATHENS-CLARKE COUNTY--SANDY SPRINGS, GA
 - 7 – KANSAS CITY-OVERLAND PARK-KANSAS CITY, MO-KS
 - 8 – PHILADELPHIA-READING-CAMDEN, PA-NJ-DE-MD
 - 9 – DALLAS-FORT WORTH, TX-OK
 - 10 – BOSTON-WORCESTER-PROVIDENCE, MA-RI-NH-CT
 - 11 – SEATTLE-TACOMA, WA
 - 12 – DENVER-AURORA, CO
- While the twelve locations identified by PBRB are attractive areas to target, OMB requested that the data call emphasize that agencies interested in consolidating or collocating in other areas should still raise those opportunities.
 - DOT identified Sacramento as a secondary market that they are looking for collocation opportunities in.

National Strategy/Capital Planning Update

- National Strategy:
 - OMB issued the Addendum to the National Strategy for the Efficient Use of Real Property on 03/05/20.
 - The next step is to develop National Strategy implementation guidance. Most of the actions specified in the National Strategy are already underway, but the Capital Planning Working Group will be engaged to develop more comprehensive implementation guidance.
- Capital Planning:
 - The Capital Planning has already drafted implementation guidance for the Implementation of Agency-wide Real Property Capital Planning (M-20-03).
 - The proposed A-11 budget exhibit proposal developed by the Capital Planning Working Group (CPWG) to enable successful implementation of M-20-03 will be presented to the OMB Budget Review Division (BRD) on 03/16/20.
 - The current Budget Object Code (BOC) system in A-11 is not conducive to real property tracking and transparency.
 - In addition to meeting with BRD, Bill Hamele will submit a formal request to have new BOCs introduced in the annual

A-11 update.

- CPWG encourages DHS to bring CFOs and Budget Officers that support the CPWG budget exhibit proposal to the BRD meeting to help articulate the necessity for BOC changes.

Data Governance Working Group Update

- During the 02/11/20 ESC meeting, the Data Governance Working Group (DGWG) briefed ESC members on GAO Audit 20-135, which made six recommendations to improve accuracy, completeness, and accessibility of the FRPP public database.
- DGWG has been discussing potential changes to the 2020 FRPP reporting requirements, and the attached FRPP-Data Dictionary Changes PowerPoint summarizes their recommended changes.
- Slide 2
 - Slide 2 provides background on GAO Audit 20-135.
 - GAO was engaged to review GSA's public real property database in 2019, leading to their 2020 audit which concluded the FRPP is not providing the intended public benefit due to:
 - Inaccurate and incomplete location data;
 - Absence of a consistent risk based approach to withholding assets from public release; and
 - Low utilization of the public database.
- Slide 3
 - Slide 3 goes over the recommendations GAO made in audit 20-135.
 - The presentation primarily covers recommendations 1 (complete and correctly formatted street address information) and 2 (review anomaly categories to better target incorrect data).
 - GSA is currently engaging with the Interagency Security Committee (ISC) to address recommendations 3-5, which involve making determinations on what should be withheld from public release.
 - GSA is working on developing a website that lists all publicly available Federal real property data sources to address audit 20-135's 6^h and final recommendation.
- Slide 4 + 5
 - Slides 4 and 5 cover GSA's corrective action plan to address recommendation 1, and DGWG's recommended changes to the FRPP and Data Dictionary to execute the corrective action plan.
 - DGWG recommends the below:
 - Emphasize latitude + longitude be reported for asset location over street address.
 - For installations unable to report latitude + longitude, street address will be an acceptable alternative.
 - Allow agencies to report county under the street address field for assets that cannot disclose latitude + longitude, but also have no identifiable street address.
 - Establish business rules that proscribe entries such as none, n/a, null, ?, ***, etc. in an effort to cut down on junk data.
 - Emphasize in the Data Dictionary that assets on an identified road must include street number and street name.

- Things such as airport names or mountain range names are not valid entries. A full street address is needed to display a location geo-spatially. This is an issue specifically brought up by GAO.
- Slide 6 + 7
 - Slides 6 and 7 cover GSA's corrective action plan to address recommendation 2, and DGWG's recommended changes to the FRPP and Data Dictionary to execute the corrective action plan.
 - DGWG recommends the below:
 - Revise the approach to examining anomaly categories related to cost by switching to a 100% variance in total asset cost threshold between prior year and current year. For owned that would be operations and maintenance costs, and for leased that would be leased operations and maintenance costs, as well as rent to lessor.
 - This would mean that if asset costs either increased or decreased by over 100% between prior year and current year, the cost would be flagged as an anomaly.
 - Cost anomaly categories currently look at cost per sq ft.
 - Eliminate the small sq ft anomaly categories for labs, offices, warehouses, services, and dorms and barracks.
 - Eliminate the "Change In" anomaly categories for change in historic status, change in legal interest, change in status indicator, and change in sustainability.
 - Eliminate the county and state mismatch anomaly categories.
 - There are agency installations that have assets spread across county and state lines, causing a mismatch anomaly flag.
 - Add a 1000ft buffer for the water mismatch geospatial anomaly category.
 - This would cause the water mismatch anomaly categories to halve.
- **GSA Comment on Eliminating Small SQ FT Dorms and Barracks Anomaly Category: Dorms and Barracks should definitely still be tracked, why are we eliminating that category?**
 - **Response: For all of the anomaly categories being recommended for removal, agencies will still report that data. All of the above mentioned Small SQ FT categories, including dorms and barracks, will still be tracked and reported by agencies to the FRPP. The recommendation is only to remove the *anomaly* category that is reviewing those data elements for anomalies.**
- **VA Comment on a Move Away From Cost per SQ FT for Tracking Asset Cost: VA's initial thought is that tracking variance in total cost of the asset will cause more anomaly flags than cost per sq ft is currently causing. For example in terms of leasing this may be an**

issue because agencies often enter into leases toward the end of the year. Cost variance between prior and current year for leases initiated late in the year will be much higher than 100%.

- **Response: The Data Dictionary states that costs should be annualized, so even if a lease was entered into toward the end of the year, the annualized costs would be entered.**
 - **VA Follow Up Response: There will still likely be many anomalies resulting from this. VA's initial recommendation is to add additional parameters alongside the 100% variance threshold, such as a dollar amount. If something changes by \$30, it may not need to be flagged, but things over \$100k may need to be flagged, for example.**
- Slide 8
 - For awareness, Executive Order 13834 (2018) laid out a set of implementing instructions, requiring a review of sustainability data elements for potential changes either to the existing data element or the collection of sustainability information.
 - CEQ has entered into discussions in terms of implementing instructions and a potential need for revised reporting requirements on sustainability, as well as the addition of new sustainability data elements.

OMB Updates

- Now that the National Strategy Addendum has been issued, OMB wants to hone in on areas that the FRPC will work on.
 - OMB sees the first steps as getting national strategy implementation guidance developed, and making progress on standards.
 - Having standards will help agencies work on consolidating processes and work, leading to lower cost and lower overall burden.
 - The aforementioned GSA Consolidation Opportunity Map is a good example. If all agencies were using and contributing to the Consolidation Opportunity Map, and its existence was more widely known, it could aid agencies' consolidation and collocation efforts.
- Congress has 3 interests this session in terms of real property:
 - 1 – Expanding the working capital fund concept;
 - 2 – allowing agencies to spend money to prepare for disposals in an effort to incentivize disposal; and
 - 3 – streamlining the disposal process by reducing obstacles, such as public conveyance requirements.
- OMB sees the third point above as being the most difficult to address. Finding long term processes that help facilitate consolidation and disposal, and finding ways to demolish unwanted assets has proven challenging for the Federal real property community.
- The National Strategy Addendum set the tone for managing real property, but OMB wants to move beyond an addendum and develop a more comprehensive successor national strategy for real property by engaging

with industry experts.

- A more comprehensive, more successful national strategy will require FRPC members to move away from old processes and start considering what changes need to happen to allow the Federal real property community to accomplish its goals. Legislative changes will be necessary, and the FRPC can craft the direction of those changes.
 - FRPC needs to be able to show, through data and history, the changes and authorities that would foster the optimal Federal real property environment, how the existing environment is hindering those efforts, and compelling evidence that shows the benefits of making changes.

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE

Date and Time April 9, 2020 1:00 to 2:30 pm

Location Virtual

Attachments:

- Consolidation Questions (DOC)
- Capital Planning Implementation Guidance (DOC)
- Real Property Metrics Summary (DOC)
- ISC Draft Guidance (DOC)
- Real Property Readiness Assessment (PPT)

Time	Topic	Presenter(s)
1:00 – 1:15 pm	FASTA – Next Round of Agency Recommendations for Disposal and Consolidation Opportunities Objective: Finalize the collocation template and questionnaire.	Stuart Burns John Dugan
1:15 – 1:30 pm	Update on Capital Planning Objective: Review the Capital Planning Implementation Guidance. <ul style="list-style-type: none"> • Solicit ESC decision on moving Capital Plan due date to December '20/January '21. 	Bill Hamele
1:30 – 1:45 pm	Update on National Strategy Objective: Review the status of the Implementation Guidance for the National Strategy Addendum. <ul style="list-style-type: none"> • Propose new working group to define the content of the biennial report (Addendum action #3). 	Bill Hamele
1:45 – 2:00 pm	Performance Metrics Objective: Review proposed performance metrics for performance.gov (Addendum action #6).	Bill Hamele Aaron Eisenbarth Trey Bradley
2:00 – 2:15 pm	Business Standards Working Group Objective: Introduce the readiness assessment as part of the Business Standards Process.	Chris Coneeney
2:15 – 2:30 pm	Data Governance Working Group Objective: Continue the review of proposed reporting requirements changes for the FY 2020 FRPP submission. Additional changes reflect engagement with ISC and CEQ on secure installation guidance and sustainability, respectively.	Chris Coneeney

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE (ESC) MINUTES

Date and Time April 9th, 2020 1:00 pm to 2:30 pm

Location Virtual

- Attachments**
- Consolidation Questions (DOC)
 - Capital Planning Implementation Guidance (DOC)
 - Real Property Metrics Summary (DOC)
 - Proposed FY 19 Metrics (PPT)
 - Real Property Readiness Assessment (PPT)

- Action Items**
- The next Executive Steering Committee (ESC) meeting will be on May 12th.
 - Agencies with questions or feedback on the FASTA Consolidation Questions document or GSA's COVID-19 support are encouraged to reach out to Stuart Burns (stuart.burns@gsa.gov).
 - The attached FASTA Consolidation Questions data call will go out in May 2020 after an April 16th review by the FRPC full council.
 - Capital Planning:
 - The goal is to issue the Capital Planning Implementation Guidance by the end of April 2020 after the template for first year projects costs has been developed.
 - The reporting date for agencies' capital plans will be changed to January 2021.
 - National Strategy:
 - A new working group will be established to define the content of the biennial report required by Action 3 of the National Strategy Addendum (M-20-10).
 - Real Property Performance Metrics:
 - The proposed performance metrics will be further reviewed by the FRPC full council on April 16th, as well as the Data Governance Working Group on May 5th.
 - Agencies are asked to review the performance metrics and submit feedback to Bill Hamele (b) (6) Chris Coneeney (chris.coneeney@gsa.gov) and Cody Dean (cody.dean@gsa.gov) by April 29th.
 - Agencies' feedback should focus on providing new metrics (including the benefit of posting the metrics) as well as identifying proposed metrics that may not be appropriate for posting on performance.gov

Roll Call

- Adam Bodner (PBRB)
- Trey Bradley (GSA)
- Stuart Burns (GSA)
- Tom Chaleki (DHS)
- Gordie Clark (DOE)
- Victoria Collin (OMB)
- Chris Coneeney (GSA)
- Pat Corrigan (OMB)
- Scott Davis (USDA)
- John Dugan (GSA)
- Aaron Eisenbarth (GSA)
- Greg Ewing (DHS)
- Bill Hamele (OMB)
- Jack Jensen (Treasury)
- Michael Karau (DHS)
- Michael Klein (PBRB)
- Alex Kurien (GSA)
- Adam Pugh (DOE)
- Allison Sands (DoD)
- Bill Seifert (DOE)
- Brett Simms (VA)
- Tim Soltis (OMB)
- Mary Sprague (DOT)
- Scott Whiteford (DOE)

(as well as the rationale for not posting).

- The Readiness Assessment will be distributed in May/June 2020 for completion in August 2020.

Topic	General Info
COVID – 19 Support <ul style="list-style-type: none">• GSA is ready to help agencies with COVID-19 related emergency leasing and emergency land use.• Agencies with specific short and long term needs resulting from COVID-19 should make these requests through the standard channels, but can reach out to GSA with questions.	<i>For access to past minutes, agendas, and presentation materials, please visit the FRPG at:</i>
FASTA Consolidation Questions <ul style="list-style-type: none">• During the March 10th FRPC ESC meeting, members provided feedback on what the questions for the FASTA consolidation data call should look like.• The Public Buildings Service's (PBS) short term goal is to distribute the first set of questions to agencies in May 2020, giving agencies a better idea of what round two of FASTA should look like. Agencies would have until the end of June 2020 to answer these questions.• After receiving agency responses in June 2020, the Public Buildings Reform Board (PBRB) would work with GSA PBS to identify the largest opportunity targets apparent from the data call, releasing a list of directed projects in August 2020.• The intent of the data call is to increase strategic thinking and get high level insight into agencies' real estate strategies, and then identify key markets and opportunities for consolidation and collocation.	https://www.frpq.gov/FRPG <i>Upcoming Meetings:</i> FRPC Full Council, April 16 th , Virtual Data Governance Working Group, April 21 st , Virtual Business Standards Working Group, April 28 th , Virtual FRPC ESC, May 12 th , Virtual Location: GSA HQ, 1800 F Street, NW, Washington, DC, 20006
Capital Planning Update <ul style="list-style-type: none">• The Capital Planning Working Group (CPWG) developed draft implementation guidance for the Implementation of Agency-Wide Capital Planning (M-20-03).<ul style="list-style-type: none">◦ CPWG is requesting feedback on the implementation guidance from the FRPC and FRPC ESC before finalizing.• The draft Capital Planning Implementation Guidance's primary function is to define the universe of assets covered by M-20-03, clarify the meaning of some of the text, and provide general guidelines to align agencies' work to the policy's intent.• The implementation guidance is split into three sections:<ol style="list-style-type: none">1 – High level direction to define the assets covered by M-20-03 and define a common approach to implementing the policy in a Q&A format.2 – Direction for incorporating Reduce the Footprint (RTF) annual reduction targets for office, warehouse, and owned space into the capital plan.3 – Information on how agency capital plans will be evaluated.• CPWG is working on a template for first year projects to help agencies that have less mature capital planning processes in place.• FRPC should be the issuing body for the Capital Planning Implementation	

Guidance, under the Executive Director signature.

- FRPC ESC members agree that capital planning reporting should be moved to January. August was initially chosen as the reporting date, but the intent is to align capital planning with agencies' budgets, and budget reporting happens in March. A January reporting date would allow agencies' capital plans to feed into their budgets as intended.

National Strategy Update

- The Addendum to the National Strategy for the Efficient Use of Real Property (M-20-10) was issued on March 6th, 2020.
- M-20-10 lists eight actions and requires an implementation plan outlining how these actions will be addressed.
 - The implementation plan required by M-20-10 is currently under development by CPWG but is not ready for ESC review and approval.
 - CPWG envisions a short document that addresses each of the eight actions, summarizing a schedule for completing the actions and describing how they will be executed.
- Action 3 of M-20-10 requires the establishment of a "Biennial Real Property Portfolio Risk Report Highlighting Capital Gaps" but the addendum does not clarify what that risk report should include. CPWG recommends creating a new working group to define the content of that report. CPWG envisions the report as a tool that highlights portfolio improvement, as well as the challenges the Federal portfolio faces on a government-wide basis.
 - ESC members agree that a separate working group should be established to create this report. This new working group would need its membership to include budget and financial office representatives.
 - A charter will be developed for this working group.

Proposed Performance Metrics

- The Federal real property community has been using performance metrics developed by OMB and GSA using FRPP data since 2014. While these metrics were developed by OMB and GSA, they were reviewed extensively by FRPC agencies.
- The Federal Property Management and Reform Act of 2016 (FPMRA) required agencies to have metrics to compare against industries. The National Strategy Addendum for the Efficient Use of Real Property (M-20-10) also requires agencies to list these metrics in the public realm.
- These performance metrics have evolved over time, with two additional metrics for Tenant Satisfaction Score (TSS) and Condition Index being added in 2018.
- CPWG is proposing that the following five metrics be added as individual agency performance metrics:
 - 1 – Average Building Age
 - 2 – Holdover Leases
 - 3 – Expiring Leases
 - 4 – Historical Expenditures – Internal Only
 - 5 – Future Expenditures – Internal Only

- ESC members agree that some of the metrics on performance.gov are outdated and should be replaced with meaningful metrics that do more to support agencies' missions. Metrics that help better manage the Federal portfolio should be pursued, rather than just reporting metrics to meet a requirement. Before replacing any metrics it is essential that FRPC can make a compelling case as to why these metrics are no longer useful, and how the metrics replacing them are better for optimization.
 - As an example, square foot per person is frequently requested by stakeholders, but agencies are finding that it is unreliable for space planning and should be replaced.
- DHS sees great value in collecting metrics that address the following three items:
 - Expiring Leases
 - Holdover Leases
 - Space Utilization
- The key metric that DHS wants to see is a new metric for space utilization. DHS has found that using square foot per person to plan space needs has resulted in below 50% utilization for most of their buildings. Space utilization should be based on the way the space is being used, and DHS now sizes future facilities based on how they will be utilized.
- One challenge with developing new more innovative metrics is that FRPC is limited to using current data. Developing metrics that cannot be generated using existing FRPP data is a multi-year process that requires system changes and extended time to accurately collect.
- OMB sees the capital planning process laid out in M-20-03 as a promising way to identify new metrics and processes that agencies might be using internally and should be adopted by the rest of the Federal real property community.

Business Standards Working Group Update

- The Business Standards Working Group (BSWG) has finished developing the initial set of functions and activities, and is in the process of developing business capabilities. After finishing the initial set of capabilities, there will be a review process.
- Parallel to the review process, there is a Federal Integrated Business Framework (FIBF) readiness assessment. The readiness assessment is a survey document sent to agencies asking them to examine their business processes and compare their functions, activities, and business capabilities to those developed by BSWG. The Readiness Assessment is meant to identify aspects of a functional area that are the most standardized government-wide to drive analyses and decision making on opportunities for improvement.
- The readiness assessment helps identify commonality across agencies, IT system types and commonalities, policy impediments, special agency requirements, and supportive governance characteristics.
- Steps of the readiness assessment:
 - Plan Assessment – identify milestones and content of the assessment (01/2020 – 04/2020)

- Launch Assessment – GSA will notify agencies when the assessment is open and monitor submissions. Data is collected via MAX.gov as it has been done for other program areas (05/2020)
- Conduct Assessment Open Period – Agencies provide input and feedback on the assessment artifacts and questions (06/2020-08/2020)
- Analyze Feedback – GSA will analyze agency feedback and follow-up to ensure completeness and consistency (08/2020-09/2020)
- Distribute Assessment Report – GSA posts results on D2D and provides findings to RPM stakeholders (10/2020-11/2020)
- The planned timeframe for the readiness assessment is May – August (3 month process). During this time GSA will hold open hours to allow agencies to ask technical or policy questions related to completing the assessment.
- Expected outcomes of the readiness assessment:
 - Insight into agency real property management alignment on commonly agreed to business standards
 - Establish standard real property capabilities that meet the needs of Federal agencies
 - Support development of capabilities aimed at ensuring real property data is complete, accurate, controlled, and publicly accessible
 - Identify consolidated approaches for procurements, technology, and common service offerings
 - Improve stewardship of taxpayer dollars
 - Improve user experience and increase access to real property data for accountability and decision-making
- The readiness assessment asks agencies to work with departments, bureaus, and components to answer questions on the real property lifecycle and governance processes. The amount of effort this will take will vary depending on the size of the agency.
 - DOE also pointed out that this is a challenging request due to COVID-19 support responses and the overlap with the consolidation data call requested by PBS and PBRB, which also takes place in the May-August timeframe.

Data Governance Working Group Update

- The Data Governance Working Group (DGWG) briefed ESC members on proposed changes to FRPP reporting for 2020 during the March 10th FRPC ESC meeting. VA cautioned that the proposed to the cost anomaly category might cause an increase in anomalies, so DGWG conducted further analysis using FY 18 and FY 19 FRPP data and is making the following recommendation:
 - Move away from using cost per square foot for the cost anomaly category, instead using variance threshold to track changes in cost between reporting years.
 - The variance threshold for owned office and owned warehouse would be greater than 100%.
 - The variance threshold for leased office and leased warehouse would be greater than 300%.

- Regarding GAO Audit 20-135, GSA has engaged with the Interagency Security Committee (ISC) to address recommendations on providing a risk-based framework to assist agencies with identifying property that should be withheld from the public release of the FRPP. ISC presented draft suggestions, and will continue to engage with DGWG to address an additional GAO recommendation on summarizing data for secure installations that cannot report detailed data.
 - One challenging consideration in these talks has been clarifying the definition of “Secure Installations”. Audit 20-135 mentioned, but failed to define, the term secure installations, and without a clear definition the term and its effect on creating a risk based framework and its use in summarizing data will be applied inconsistently. One of GAO’s common concerns has been the inconsistent approaches agencies have taken to withholding information, and an unclear definition of “Secure Installations” will contribute to that problem.

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE

Date and Time May 12, 2020 1:00 to 2:30 pm

Location Virtual

Attachments:

- M-20-23 (PDF)
- Biennial Report Working Group Charter (DOC)
- 2017 ISC Guidance for Withholding Data Elements (DOC)
- 2020 ISC Draft Recommendations (DOC)

Time	Topic	Presenter(s)
1:00 – 1:10 pm	COVID-19 Guidance Objective: Discuss OMB M-20-23, Aligning Federal Agency Operations with the National Guidelines for Opening Up America Again and developing a set of related FAQs.	Tim Soltis
1:10 – 1:20 pm	Biennial Report Working Group Objective: Review the charter for the newly established National Strategy Addendum Biennial Report Working Group.	Bill Hamele
1:20 – 1:30 pm	National Strategy Addendum Update Objective: Review the status of the National Strategy Addendum Implementation Plan. (M-20-10)	Bill Hamele
1:30 – 1:40 pm	Performance Metrics Objective: Propose the establishment of a new working group to develop future performance metrics.	Bill Hamele Aaron Eisenbarth
1:40 – 1:50 pm	Capital Planning Update Objective: Review the status of the Capital Planning Implementation Guidance. (M-20-03)	Bill Hamele
1:50 – 2:05 pm	Data Governance Working Group Objective: Update on Interagency Security Committee (ISC) guidance for determining what data to include/exclude from the FRPP public data set and providing summary data for secure installations. (GAO Audit 20-135 Recommendations #3-5)	Chris Coneeney
2:05 – 2:20 pm	Business Standards Working Group Update Objective: Provide an update on the initial list of real property management functions, activities, and business capabilities which will be shared with the Business Standards Council (BSC).	Chris Coneeney
2:20 – 2:30 pm	General Updates Objective: Discuss other FRPC related items.	Tim Soltis Alex Kurien

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE (ESC) MINUTES

Date and Time May 12th, 2020 1:00 pm to 2:30 pm

Location Virtual

- Attachments**
- M-20-23 (PDF)
 - Biennial Report Working Group Charter (DOC)
 - 2017 ISC Guidance for Withholding (DOC)
 - 2020 ISC Draft Recommendations (DOC)
 - Propose RPM Service Activities and Business Capabilities (XLSX)

Action Items

- The next Executive Steering Committee (ESC) meeting will be on June 9th.
- National Strategy:
 - A draft of the National Strategy Implementation Plan will be sent to ESC members for review during the week of May 25th.
- Biennial Report:
 - ESC members are asked to review the charter for the newly established Biennial Report Working Group and submit feedback to Bill Hamele (b) (6) Leah Fant (leah.fant@gsa.gov), and Chris Coneeney (chris.coneeney@gsa.gov) by COB May 28th.
- Real Property Performance Metrics:
 - ESC members approved the creation of a metrics working group to refine the 2020 metrics and develop improved metrics for future years.
 - During the June 9th ESC meeting, an updated list of metric for 2020 will be presented for approval.
 - Interested agencies are asked to identify potential representatives of the new performance metrics working group and submit them to Bill Hamele, Leah Fant, Chris Coneeney, and Cody Dean (cody.dean@gsa.gov).
- Data Governance:
 - ESC members support having DGWG review the FRPP data elements to develop a list that should be withheld from public release, along with justification for withholding each element.

Roll Call

- Stuart Burns (GSA)
- Tom Chaleki (DHS)
- Gordie Clark (DOE)
- Victoria Collin (OMB)
- Chris Coneeney (GSA)
- Pat Corrigan (OMB)
- Scott Davis (USDA)
- John Dugan (GSA)
- Leah Fant (GSA)
- Bill Hamele (OMB)
- Michael Karau (DHS)
- Alex Kurien (GSA)
- Craig Lasser (DOI)
- Adam Pugh (DOE)
- Allison Sands (DoD)
- Bill Seifert (DOE)
- Brett Simms (VA)
- Tim Soltis (OMB)
- Mary Sprague (DOT)
- Michael Thomas (Treasury)
- Maria Torres (GSA)
- Scott Whiteford (DOE)

Topic

General Info

COVID – 19 Guidance

- Guidance for The Federal workforce is in the process of shifting toward re-opening.

For access to past minutes, agendas,

- The focuses as re-opening unfolds are determining who teleworks, who comes in, and under what circumstances should employees be or not be coming in.
- The guidelines laid out in M-20-23 give agencies and local governments the flexibility to define some of the conditions that need to be met for employees to begin returning.
- The General Services Administration (GSA) is developing separate guidelines for what re-opening will look like for GSA controlled facilities, and will post those guidelines to the GSA website in the coming weeks.
 - The GSA guidelines will provide information cleaning, screening, and frequently asked questions (FAQs).

and presentation materials, please visit the FRPG at:

<https://www.frbg.gov/FRPG>

Upcoming Meetings:

Data Governance Working Group, May 19th, Virtual

FRPC ESC, June 9th, Virtual

FRPC, July 16th, Location TBD

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

Biennial Report Working Group

- Action 3 of the National Strategy Addendum (M-20-10) requires a biennial real property portfolio risk report, and in April ESC members approved the creation of a new Biennial Report Working Group to outline the content for the biennial report.
- In preparation for today's May ESC meeting, the charter for this new working group was sent out. ESC members are asked to review and provide feedback on the charter by COB May 22nd.
 - After this feedback has been incorporated into the charter, OMB and GSA will work on chartering members from the real property, budget, and financial communities.

National Strategy Addendum Update

- M-20-10 requires the development of an implementation plan by July 6th 2020. The Capital Planning Working Group (CPWG) developed a draft document that lists the 8 actions from M-20-10 along with a schedule and execution strategies for each of the actions.
- CPWG chair Bill Hamele will meet with the Office of Management and Budget's (OMB) Budget Review Division (BRD) on May 18th to propose changes to A-11 that would allow for increased transparency in accordance with action 4 of M-20-10.
 - After this meeting, CPWG will send the implementation plan to ESC members.

Performance Metrics

- In 2016, Government Accountability Office (GAO) audit 16-275 recommended that the real property community post individual agency performance metrics. The Federal Property Management Reform Act of 2016 (FPMRA) requires individual agency performance metrics as well.
 - To meet these requirements, M-20-10 states that individual agency performance metrics will be posted on performance.gov.
- An initial list based on government-wide performance metrics currently posted on performance.gov was sent to FPRC, ESC, and working group members for review.
- Feedback from and discussion with agencies has resulted in the following:
 - A proposal to the ESC that a new working group be established that is dedicated to developing and improving individual agency performance metrics for 2020 and beyond.
 - The metrics initially sent to agencies in April will serve as a baseline for 2020, as there are commitments through the Federal Assets Sale and Transfer Act (FASTA), FPMRA, GAO,

and M-20-10 to get metrics out in 2020.

- An updated version of the April baseline metrics will be presented to the ESC for approval during the June 9th meeting.
 - ESC members approved the creation of a metrics working group to refine the 2020 metrics and develop improved metrics for future years.
-

Capital Planning Update

- The Implementation of Agency-Wide Capital Planning (M-20-03) requires the development of implementation guidance, and CPWG presented draft guidance to ESC members in April.
 - OMB leadership is doing a final review as well, and once ready the plan is to have FRPC issue the guidance as a statutory body.
-

Data Governance Working Group Update

- The Interagency Security Committee (ISC) has developed draft guidance in response to GAO audit 20-135 recommendations 3-5.
 - Recommendation # 4, which recommends that agencies should be able to use “a consistent, risk-based approach in determining which, if any, assets or asset-specific information should be withheld from public release”, has been the focus of recent engagements between DGWG and ISC.
 - Moving away from their 2017 guidance for withholding FRPP data from the public, ISC’s 2020 draft guidance does not identify specific data elements that should be withheld entirely and universally.
 - ISC pointed out that their 2017 guidance to agencies for withholding information was not implemented in a way that they had anticipated. Their understanding was that their guidance would be taken into consideration by agencies, but it ended up being universally enforced. Considering this, when developing their 2020 guidance ISC sought to afford agencies more flexibility in determining which elements to withhold, and chose not to recommend that data elements be withheld entirely; however, ISC is not opposed to FRPC deciding to withhold certain data elements universally, and their 2017 concerns on specific data elements are still valid, but ISC thinks that such a decision should come from FRPC, rather than ISC.
 - GSA has pointed out that should FRPC decide to withhold certain elements, GAO will likely question the reason for these withholdings due to it going beyond the guidance provided by ISC. If a list of data elements is developed for public withholding, a strong justification for each withholding needs to be included.
 - There are 2 paths forward using ISC’s 2020 draft guidance:
 - 1 – Have DGWG review FRPP data elements and recommend (with strong justification) that some elements be withheld for security reasons.
 - 2 – Use the ISC guidance as it is provided and include all data elements in the public release of the FRPP. Agencies would then make a determination based on all data elements being included for each asset of whether or not there were security concerns arising from releasing any of that data for that asset. If so, that agency could submit an exemption request to provide only summary level data due to security concerns.
 - DGWG is recommending that path 1 be pursued. There are data elements that serve no real estate purpose, and pose concerns if published. DGWG has not yet reviewed the data elements to make a recommendation on what specifically should be withheld.
 - ESC members support having DGWG review the data elements to develop a list that should be withheld from the public release of the FRPP, along with justification for withholding each element.
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Business Standards Working Group Update

- The Business Standards Working Group (BSWG) has worked with MITRE to develop the initial set of functions, activities, and business capabilities as part of the Federal Integrated Business Framework
-

(FIBF) process.

- As the FIBF process is progressing, the Business Standards Council (BSC), which is comprised of the various program areas that participate in FIBF, is reviewing the draft work done by BSWG to determine at which points the real property program area would intersect with other program areas.
 - The real property management program area will have the most interaction with the acquisition and financial management program areas.
 - In reviewing these touch points, the BSC ensures that the real property management program area is in alignment with how other program areas view and understand the interaction between the program areas.
 - In early June, there will be communication going out to the FRPC community announcing the publication of the real property readiness assessment, which will compare the business capabilities developed by BSWG with those used in agencies' real property management processes and attempt to find commonality among agencies.
 - It's important to note that not all capabilities are used by all agencies. Some capabilities will be unique to specific agencies.
 - 3 categories of agencies related to real property management:
 - 1 – Agencies whose needs are satisfied entirely from occupancy agreements with GSA.
 - 2 – Agencies that in addition to having occupancy agreements with GSA, have direct authority to lease space to meet needs.
 - 3 – Agencies that have occupancy agreements with GSA and lease space directly, as well as having the ability to acquire federally owned space through new construction.
 - Each of the above categories introduces additional capabilities.
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Federal Real Property Council

EXECUTIVE STEERING COMMITTEE

Date and Time June 9, 2020 1:00 to 2:30 pm

Location Virtual

Attachments:

- Updated 2020 Performance Metrics (DOC)
- Addendum Implementation Plan (DOC)
- Biennial Report Working Group Charter (DOC)
- Justification for Withholding FRPP Data Elements (DOC)
- CEQ Sustainability Data Elements Proposal (DOC)
- Proposed RPM Service Activities (XLSX)

Time	Topic	Presenter(s)
1:00 – 1:05 pm	COVID-19 Guidance Objective: Discuss OMB and GSA guidance for reopening Federal buildings and returning employees to physical workspace.	Tim Soltis
1:05 – 1:20 pm	Performance Metrics Review Objective: Review the updated list of 2020 proposed individual agency performance metrics and discuss membership for the Metrics Working Group.	Bill Hamele Aaron Eisenbarth
1:20 – 1:35 pm	National Strategy Addendum Update Objective: Review the status of the National Strategy Addendum Implementation Plan. (M-20-10)	Bill Hamele
1:35 – 1:50 pm	Biennial Report Working Group Update Objective: Review Biennial Report Working Group charter and discuss membership.	Chris Coneeney Bill Hamele
1:50 – 2:00 pm	Capital Planning Update Objective: Review status of Capital Planning Implementation Guidance and discuss OMB Budget Review Division's input on the Capital Planning Working Group's proposed A-11 Budget Exhibit.	Bill Hamele
2:00 – 2:15 pm	Data Governance Working Group Update Objective 1: Review Data Governance Working Group's proposal for withholding FRPP data elements. Objective 2: Review Data Governance Working Group's recommendation to CEQ on its request to add 3 new sustainability data elements to FRPP.	Chris Coneeney
2:15 – 2:25 pm	Business Standards Working Group Update Objective 1: Review and gain ESC approval of the real property management set of functions, activities, and business capabilities.	Chris Coneeney

Objective 2: Provide update on the release of the real property readiness assessment.

2:25 – 2:30 pm

General Updates

Objective: Provide information on other important topics.

Tim Soltis

Alex Kurien

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE (ESC) MINUTES

Date and Time June 9th, 2020 1:00 pm to 2:30 pm

Location Virtual

- Attachments**
- Updated 2020 Performance Metrics (DOC)
 - Addendum Implementation Plan (DOC)
 - Biennial Report Working Group Charter (DOC)
 - Justification for Withholding FRPP Data Elements (DOC)
 - CEQ Sustainability Data Elements Proposal (DOC)
 - Proposed RPM Service Activities (XLSX)

- Action Items**
- The next Executive Steering Committee (ESC) meeting will be on July 9th. Note that this meeting deviates from our usual cadence to accommodate July 4th plans.
 - Real Property Performance Metrics:
 - Please review the Updated 2020 Performance Metrics document and submit feedback to Bill Hamele (b) (6) and Chris Coneeney (chris.coneeney@gsa.gov) by COB June 19th.
 - Agencies interested in participating on the Metrics Working Group should submit potential members to Bill Hamele and Chris Coneeney.
 - Biennial Report Working Group:
 - Please review the Biennial Report Working Group Charter and submit feedback to Bill Hamele and Chris Coneeney by COB June 19th.
 - Agencies interested in having their budget, financial, or real property staff participate as members of the Biennial Report Working Group can submit potential members to Bill Hamele and Chris Coneeney.
 - Data Governance Working Group:
 - Objective 1 –
 - ESC members approved DGWG's proposal for withholding a subset of FRPP data elements from the public. The General Services Administration (GSA) will now work on integrating the proposal into the FRPP Data Dictionary Addendum.
 - Objective 2 –
 - ESC members approved DGWG's proposal for adding additional sustainability data elements to the FRPP. DGWG will convey the proposal to the Council on Environmental Quality (CEQ).

Roll Call

- Byron Adkins (DOC)
- Tom Chaleki (DHS)
- Gordie Clark (DOE)
- Victoria Collin (OMB)
- Chris Coneeney (GSA)
- Scott Davis (USDA)
- John Dugan (GSA)
- Leah Fant (GSA)
- Bill Hamele (OMB)
- Michael Karau (DHS)
- Alex Kurien (GSA)
- Craig Lasser (DOI)
- Adam Pugh (DOE)
- Allison Sands (DoD)
- Bill Seifert (DOE)
- Brett Simms (VA)
- Tim Soltis (OMB)
- Mary Sprague (DOT)
- Michael Thomas (Treasury)
- Scott Whiteford (DOE)

Topic

General Info

COVID – 19 Guidance

- Agencies have been asking about cleaning office buildings and screening those who enter for things like temperature, and also social distancing procedures in offices (e.g., what will be the protocol for using elevators?).
- For agencies occupying GSA owned spaces, GSA has an FAQ section online that addresses many of the questions that agencies have been raising. <https://www.gsa.gov/governmentwide-initiatives/emergency-response/covid19-coronavirus>

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:

<https://www.frpg.gov/FRPG>

Performance Metrics Review

- The performance metrics proposed for 2020 implementation have gone through multiple rounds of review by the FRPC, ESC, and FRPC working groups over the past few months, and are close to being finalized.
 - Agencies that had significant or multiple concerns were individually engaged to incorporate their ideas.
- Government-wide performance metrics have been posted on performance.gov since 2016. The newly proposed metrics for 2020 implementation are meant to capture individual agency performance in compliance with the Federal Property Management and Reform Act (FPMRA), the National Strategy Addendum for the Efficient Use of Real Property (M-20-10), and multiple Government Accountability Office (GAO) audits.
- FRPC ESC members agree that some of the metrics being posted for 2020 may not be the optimal way to track progress toward real property management objectives. During the May ESC meeting, members approved the creation of a new Metrics Working Group that will work on developing and improving performance metrics for future years.
 - GSA and the Office of Management and Budget are currently working on collecting members for the Metrics Working Group. Once a roster has been completed and the charter for the working group has been approved by the ESC, a cadence will be established.

Upcoming Meetings:

Data Governance Working Group, June 16th, Virtual

FRPC ESC, July 9th, Virtual

FRPC, July 16th, Virtual

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

National Strategy Addendum Update

- M-20-10 requires an implementation plan that specifies when and how the 8 actions listed in M-20-10 will be executed.
- The development of metrics falls under Action 6 of the implementation plan, and is part of an effort to portray the end states that agencies are trying to achieve in their real property management objectives.
 - Agencies have differing real property management objectives, and the Capital Planning Policy (M-20-03) gives agencies the flexibility to develop some of their own performance metrics to reflect their unique missions/objectives.

Biennial Report Working Group Update

- Action 3 of M-20-10 requires the creation of a biennial real property portfolio risk report.
- ESC members agreed during their May meeting that a new working group should be established to develop the content of the report.

- The Biennial Report Working Group will require members from the real property, financial, and budget communities
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Data Governance Working Group Update

- Objective 1 – Proposal for Withholding Federal Real Property Profile (FRPP) Data Elements
 - During the May ESC meeting, the ESC directed the Data Governance Working Group (DGWG) to review FRPP data elements and propose removing those that posed risks, along with a justification for each of the withholdings.
 - DGWG discussions revealed that concerns with publishing the risk posing data elements center on the issue of Force Protection (measures taken to mitigate threat to government employees). In light of this, the Interagency Security Committee recommended that the FRPC consult general counsel to see if they would interpret force protection as falling under the exemptions allowed in the Federal Assets Sale and Transfer Act (FASTA).
 - The legal interpretation of force protection as it relates to FASTA was interpreted by GSA's Office of General Counsel. The FRPC does not have its own independent general counsel, and GSA issues FRPC guidance on behalf of the FRPC.
 - GSA OGC conveyed that GSA should not issue government-wide guidance for removing data elements on the basis of force protection for 2 reasons:
 - 1 - Force protection is not referenced in the Federal Assets Sale and Transfer Act (FASTA) as a reason for withholding FRPP data from the public. FASTA lists National Security and Procurement as acceptable reasons to withhold data elements from the public, and force protection is a separate issue from national security in a legal sense.
 - 2 - The Interagency Security Committee (ISC) is the subject matter expert in this area, and they chose not to include a recommendation for removing data elements in their revised guidance.
 - Instead of GSA issuing government-wide guidance to universally withhold a set of data elements, GSA OGC suggested that having agencies rely on their own internal guidance in consultation with their own general counsel and facility security organizations would be sufficient justification for GSA when withholding relevant data elements from the public. This approach is consistent with the ISC revised recommendations which allow for other agency-specific criteria that may require a national security exemption.
 - This approach would require GSA to indicate in the addendum to the FRPP data dictionary that there are a small set of data elements which agencies may consider a risk to national security if included in the FRPP public data set. If the agency, in consultation with its facility security and general counsel organizations, makes the determination to withhold one, some, or all of those elements, then it must submit in writing to GSA each of the data elements that must be withheld and the basis for their removal. GSA would then exclude those data elements for that agency's inventory in the FRPP public data set.
 - DGWG's proposal for this objective is for the ESC to accept this revised recommendation. If it is approved, GSA will work on integrating relevant changes into the FRPP Data Dictionary Addendum.
 - The changes will be made for 2020 FRPP submissions. This approach is consistent with the corrective action plan GSA developed to address GAO audit 20-135, and these additional steps will be conveyed to GAO as progress indicators.
 - **ESC members approved the proposal.**
 - Objective 2 – Review recommendation to CEQ for adding sustainability data elements
 - CEQ submitted a request for three new sustainability data elements in the FRPP. The proposed data elements are:
 - Date that sustainability assessment was made.
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- The method for making the sustainability determination (whether CEQ's Guiding Principles or a third party was used for the sustainability assessment).
 - The square footage of sustainability if only part of the building has been deemed sustainable.
 - These elements would not be included in the 2020 reporting of the FRPP due to data quality and availability.
 - CEQ requested a formal recommendation from the real property community, so DGWG is requesting ESC endorsement on the proposal below:
 - Recommend that CEQ work with OMB to conduct a separate data call outside of FRPP, as a baseline, to determine the availability and accuracy of the requested sustainability data elements on sustainability assessment date, assessment type, and sustainability square footage. Thereafter, the results should be brought back to DGWG to decide if and when the new data elements should be incorporated into the FRPP.
 - **ESC members approved the proposal.**
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Business Standards Working Group Update

- The Business Standards Working Group (BSWG) has been in discussions with the Business Standards Council (BSC) on the process for developing standards and conducting the Federal Integrated Business Framework Process. During the May ESC meeting, ESC members had suggested that FRPC and ESC approval of the list of functions, activities, and business capabilities should be obtained before submitting them to the BSC for review.
 - The BSC's suggestion was to wait until the BSC has had a chance to review the Real Property Management (RPM) service activities list, as well as OMB's Data Council, before showing getting approval from the FRPC and ESC, because there will likely be changes that need to be made that the BSC or Data Council will point out.
 - The FIBF process is iterative in that it requires periodic changes/updates to reflect changes in policies, laws, executive orders, or regulations.
 - As part of the FIBF process, GSA is conducting a readiness assessment to get a sense of which business capabilities are used by agencies.
 - Once the readiness assessment is published, the plan is to give agencies until the end of August to go in and answer questions.
 - Office hours will be held throughout the readiness assessment to help answer questions that agencies may have when completing questions.
 - The readiness assessment will ask whether business capabilities apply to your agency, whether they are centralized or decentralized, performed by Federal employees vs contractors, and the Information Technology (IT) systems that agencies have in place to support business processes.
 - The assessment will be conducted on MAX.gov. For agencies wishing to "piecemeal" the assessment to multiple people, it can be downloaded as an excel file and distributed to multiple people. Those separate documents would then need to be consolidated and submitted on MAX.gov.
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Federal Real Property Council

EXECUTIVE STEERING COMMITTEE

Date and Time	July 9, 2020	1:30 to 3:00 pm
Location	Virtual	
Attachments:	<ul style="list-style-type: none"> • Addendum Implementation Plan (DOC) • 2020 Performance Metrics (DOC) • Biennial Report Working Group Charter (DOC) • 2020 FRPP Data Dictionary (DOC) 	

Time	Topic	Presenter(s)
1:30 – 2:00 pm	Post COVID-19 Real Property Strategy Objective: Prepare for the July 16 th FRPC engagement with CIOC, CHCOC, and CIOC on COVID-19 and its impact on agencies' real property strategies and missions.	Tim Soltis Alex Kurien
2:00 – 2:10 pm	National Strategy Addendum Update Objective 1: Summarize the comments that agencies have submitted related to the National Strategy Implementation Plan. Objective 2: Get ESC approval to send the Implementation Plan to the FRPC full council for review.	Bill Hamele
2:10 – 2:20 pm	Capital Planning Update Objective: Review the status of the Capital Planning Implementation Guidance.	Bill Hamele
2:20 – 2:25 pm	Individual Agency Performance Metrics Objective: Summarize the comments that agencies have submitted related to the individual agency performance metrics.	Bill Hamele
2:25 – 2:30 pm	Biennial Report Working Group Objective: Discuss membership for the Biennial Report Working Group from agencies' real property, finance, and budget communities.	Bill Hamele Chris Coneeney
2:30 – 2:40 pm	Data Governance Working Group Objective: Provide an update on the status of the 2020 FRPP Data Dictionary and Addendum.	Chris Coneeney
2:40 – 2:45 pm	General Updates Objective: Provide information on other important topics.	Tim Soltis Alex Kurien

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE (ESC) MINUTES

Date and Time July 9th, 2020 1:30 pm to 3:00 pm

Location Virtual

- Attachments**
- Post COVID-19 Strategy Discussion (DOC)
 - Addendum Implementation Plan (DOC)
 - 2020 Performance Metrics (DOC)
 - Biennial Report Working Group Charter (DOC)
 - 2020 FRPP Data Dictionary (DOC)

Action Items

- The next Executive Steering Committee (ESC) meeting will be on August 11th.
- July 16th FRPC meeting/Post COVID-19 Strategy Discussion:
 - The invite for the July 16th Post COVID-19 Strategy Discussion was sent to a limited group of agencies; however, any agency that would like to invite their CFO, CIO, or CHCO representatives to the session are encouraged to do so. Agencies can also contact Cody Dean (cody.dean@gsa.gov) to have someone placed on the invite.
 - If any agencies have leading questions that they would like to be raised during this discussion, please reach out to Cody Dean.
- National Strategy Addendum Implementation Plan:
 - The FRPC ESC approved the Implementation Plan for final review by the FRPC full council on July 16th. Final review feedback is requested by COB July 23rd.
- Capital Planning:
 - The due date for Capital Plan submissions is January 8th, 2021.
- Individual Agency Performance Metrics:
 - The FRPC ESC approved the Individual Agency Performance Metrics for final review by the FRPC full council on July 16th. Final review feedback is requested by COB July 23rd.
- Biennial Report Working Group:
 - Additional members from the budget and finance communities are required before this working group can begin meeting. Agencies are asked to submit representatives to Bill Hamele (b) (6) and Chris Coneeney (chris.coneeney@gsa.gov) by COB July 15th.
- Data Governance Working Group:

Roll Call

- Stuart Burns (GSA)
- Tom Chaleki (DHS)
- Gordie Clark (DOE)
- Chris Coneeney (GSA)
- Pat Corrigan (OMB)
- Scott Davis (USDA)
- Bill Hamele (OMB)
- Eric Haukdal (DOE)
- Michael Karau (DHS)
- Alex Kurien (GSA)
- Adam Pugh (DOE)
- Jessica Salmoiraghi (GSA)
- Allison Sands (DoD)
- Brett Simms (VA)
- Tim Soltis (OMB)
- Mary Sprague (DOT)
- Michael Thomas (Treasury)

- FRPP Data Dictionary training classes are being held during the weeks of July 13th and July 20th. Agencies are asked to direct FRPP staff to Chris Coneeney to enroll in one of these classes.
- Business Standards Working Group:
 - The readiness assessment was distributed to agencies on June 30th for submission by September 15th. Agencies are asked to identify main points of contact to Chris Coneeney to help coordinate office hours and other pertinent information.

Topic	General Info
<p>Post COVID-19 Real Property Strategy</p> <ul style="list-style-type: none"> ● As agencies are moving toward returning employees to physical spaces, the Office of Management and Budget (OMB) and the General Services Administration (GSA) are dedicating the first hour of the July 16th FRPC full council meeting to discussing how COVID-19 will ultimately impact agencies' work environments. Understanding this impact will require input from other councils; representatives from 3 additional councils were invited to the opening hour of the July 16th meeting. <ul style="list-style-type: none"> ○ Chief Information Officers Council (CIOC) – COVID-19 has resulted in heavy use of virtual tools and other systems, and an increased reliance on them is a possibility for the future. ○ Chief Human Capital Officers Council (CHCOC) – Understanding the role of teleworking and human capital may shift post-COVID. ○ Chief Financial Officers Council (CFOC) – The cost impact to changes resulting from COVID-19 to systems and strategies will need to be explored. ● The invite to the July 16th Post COVID-19 Strategy discussion was extended to those agencies with the highest number of leases (over 1,000 leases): <ul style="list-style-type: none"> ○ Department of Agriculture (USDA) ○ Department of Commerce (DOC) ○ Department of Defense (DoD) ○ Department of Energy (DOE) ○ Department of Homeland Security (DHS) ○ Health and Human Services (HHS) ○ Veterans Affairs (VA) ● While the invite was only extended to the CIO, CFO, and CHCO communities for these agencies, any other agencies that would like to invite their counterparts are encouraged to do so. ● Pre-COVID-19 agencies were on average reaching 50-70% occupancy rates for buildings. COVID-19 pushed agencies into aggressive teleworking stances, drastically lowered occupancy to 20-30% for buildings. <ul style="list-style-type: none"> ○ Agencies' management communities are interested in exploring whether or not a teleworking atmosphere will persist after the pandemic is over, and how that will affect their real property strategies. 	<p><i>For access to past minutes, agendas, and presentation materials, please visit the FRPG at:</i></p> <p>https://www.frpg.gov/FRPG</p> <p><i>Upcoming Meetings:</i></p> <p>Data Governance Working Group, July 14th, Virtual</p> <p>FRPC, July 16th, Virtual</p> <p>Business Standards Working Group, July 21st, Virtual</p> <p>FRPC ESC, August 11th, Virtual</p> <p>Location: GSA HQ, 1800 F Street, NW, Washington, DC, 20006</p>

- Real property averages around 25-30% of agencies' spending, and is one of the areas that will be under heavy budget pressure as the government tries to reduce spending. A large amount of government money has been spent to try and reduce the negative trends caused by COVID-19, so consolidation and disposal will be pressed now more than ever to try and free up some funds.
- As leases are expiring and new leases are coming up, agencies are asked to consider potential downsizing/disposal opportunities as part of real property portfolio optimization.
 - A summary of lease data will be shared for discussion during the July 16th Post COVID-19 Strategy Discussion.
- OMB and GSA are also interested in engaging in discussions with the private sector to understand and potentially adapt their real property strategies for government use. Leadership is hoping to initiate these discussions in August of 2020.
- DHS Question: What does FRPC leadership hope to get out of the July 16th cross council Post COVID-19 Strategy Discussion?
 - GSA/OMB Response: Success will be to raise awareness in different leadership communities on the direction real property is heading post COVID-19, get more information about how areas beyond real property foresee their post COVID-19 roles, learn about the short and long term challenges and opportunities that these various areas of government foresee, and understand the expectations that agencies' leadership areas have for the FRPC as a path forward is developed.

National Strategy Addendum Update

- The FRPC ESC approved the National Strategy Addendum Implementation Plan for final review by the FRPC full council.

Capital Planning Update

- OMB and GSA have received some questions on the due date for agencies' Capital Plans. While the due date was initially August of 2020, the date has been moved to January 8^h, 2021 to better align with budget submissions.

Individual Agency Performance Metrics

- Government-wide performance metrics have been posted on performance.gov since 2016. The newly proposed metrics for 2020 implementation are meant to capture individual agency performance in compliance with the Federal Property Management and Reform Act (FPMRA), the National Strategy Addendum for the Efficient Use of Real Property (M-20-10), and multiple Government Accountability Office (GAO) audits.
- The performance metrics proposed for 2020 implementation have gone through multiple rounds of review by the FRPC, ESC, and FRPC working groups over the past few months.
- Agencies feel that in the long term, more useful metrics should be developed. To develop these more useful metrics, a new Metrics Working Group was established and plans to begin meeting in August 2020.
- The FRPC ESC approved the 2020 Individual Agency Performance Metrics for final review by the FRPC full council.

Biennial Report Working Group

- The biennial report required in the National Strategy Addendum (M-20-10) will help communicate to Congress areas that need improvement and better convey to Congress, GAO, and the public the successes and challenges of the Federal real property community.
- A Biennial Report Working Group has been established to help define the content and structure of the biennial report, but additional members from the budget and finance communities are required before the working group can begin officially meeting.

Data Governance Working Group Update

- The 2020 FRPP Data Dictionary was published on June 12^h 2020, and includes changes consistent with GSA's corrective action plan that addresses GAO audit 20-135 recommendations.
- The Data Dictionary Addendum, which addressed GAO recommendations for withholding and summarizing data for secure installations, is still being developed by the Data Governance Working Group (DGWG).
- GSA is holding training sessions during the weeks of July 13th and July 20th to help agencies understand the changes to the FRPP Data Dictionary and ensure accurate reporting.

Readiness Assessment

- The Federal Integrated Business Framework (FIBF) Readiness Assessment was distributed to agencies on June 30th. The due date for the readiness assessment is September 15th.
 - The Business Standards Working Group will be holding office hours starting July 16th to help agencies successfully complete the readiness assessment. Agencies are asked to identify main points of contact for completing the readiness assessment so that GSA can properly coordinate with them.
 - The outcome of the Readiness Assessment will be to find commonality across agencies where it exists to help foster shared solutions and processes where possible.
-